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|---|--------|
| 7. Trustee education | 5 min |
| <ul style="list-style-type: none"> • National Library Week, April 12-18, 2015:
<i>Unlimited possibilities @ your library</i> | |
| 8. Policy review | 5 min |
| <ul style="list-style-type: none"> • Confidentiality Policy – final draft for approval | |
| Time check: 4:11 | |
| 9. Operations update | 15 min |
| <ul style="list-style-type: none"> • What's new at the Barkley Branch? • New/restored hours at Fairhaven and Barkley branches • Personnel update • Upcoming programs • Integrated Library System (ILS) | |
| 10. Strategic Planning | 20 min |
| <ul style="list-style-type: none"> • Outreach Committee report • Facilities Committee report <ul style="list-style-type: none"> ○ Notes from 4/8/15 meeting | |
| Time check: 4:46 | |
| 11. New business | 10 min |
| 12. Action items for next meeting | 5 min |
| Time check: 5:01 | |
| 13. Adjourn | |

Next Regular Library Board Meeting: May 19, 2015 – 3:30 p.m.

**Location: Central Library, 210 Central Avenue
Bellingham, Washington**

The library meeting rooms are ADA accessible; however, if you require a sign interpreter or other hearing accommodation, please allow the library 48 hours notice. Order of agenda items may be adjusted.

Bellingham Public Library



**Regular Meeting of the Library Board of Trustees
Tuesday, March 17, 2015 – Central Library
Library Board Room – 3:30 p.m.**

Minutes of Actions and Decisions of the Library Board of Trustees of the Bellingham Public Library as authorized by RCW 27.12.210 and SEC. 7.02 Charter of the City of Bellingham.

Board Members Present: J. Gordon, Marilyn Mastor, Rachel Myers, Tom Barrett, and Rick Osen.

Library Staff: Pamela Kiesner, Bethany Hoglund, Janice Keller, Jen Vander Ploeg and Wendy Jenkins.

Others Present: Jack Weiss, City Council Liaison; Faye Hill and Karen Hannah, Friends of Bellingham Public Library representatives; Julie Guy and Beverly Jacobs, Cordata Neighborhood Association.

Call to order and introductions: Regular session was called to order at 3:33 p.m. by Chair, J. Gordon.

Approve/modify agenda: Rachel Myers moved to approve the agenda. Rick Osen seconded. Motion carried.

Public comment: Julie Guy, from the Cordata Neighborhood Association, commented that the association was formed 10 years ago and the first order of business was a request for a north side library presence. She has been working towards this ever since. There has been a lot of communication over the years and she wants to again impress upon the board how important a small satellite library presence is. There is available space to rent or possibly be donated if the library can provide a budget for a small staff and equipment.

Beverly Jacobs, also from Cordata, commented that her grandchildren go to the Fairhaven Branch Library, but she is an advocate for all city children, as well as for all citizens of the fastest growing neighborhood in the city; she pleaded for the board to consider a north side branch.

Karen Hannah handed out copies of the 2015 Friends' Newsletter and bookmarks advertising the upcoming Ski-to-Sea book sale May 20-23. She added that this will be her last board meeting as a Friends representative. She was thanked for her loyal service.

Faye Hill shared a pamphlet and information about her tour of the new San Diego Public Library – a 9-story structure that includes a charter high school on 2 of the floors. No General Funds were used to build the 185 million dollar library: 65 million came from private donations – individuals and corporations (with named pavers on the first floor); 80 million came from San Diego's former Downtown Fund (previously earmarked for a new library); 20 million from the California State Library; and 20 million from the San Diego school board (which bought them a 40-year lease for their charter high school). The building also houses a health center, a small police precinct and a top floor "people's penthouse," (which is already booked-up for 3 years of weddings).

Consent agenda: Wendy passed out corrected copies of the February Library performance & activity measures – Tom had alerted Wendy to a calculation error in the Total Holdings column. Jack Weiss pointed out that, in the Board minutes, his name was missing from the "Others Present" list though he was present. Tom Barrett moved to approve the February 17, 2015 minutes and the February 2015 performance & activity measures and financial report as amended. Marilyn Mastor seconded. Motion carried.

Board members' report: Rachel announced that the Whatcom County Library Foundation's Gala Fund-raising Dinner and Program will be held April 17, from 5:30-8:30 p.m. at the Shuksan Golf Club.

Rick thanked Pam and Janice for taking him on a tour of the library. He also mentioned he was recently interviewed for a spotlight feature in the upcoming issue of the Herald's Prime Time supplement.

City Council liaison report: Jack announced he would be stepping down as a City Council member after completing this term (year end).

He informed the board that the County Executive and Sheriff have requested that the City Council come up with a recommendation about the jail bond that the County wants to put forward – possibly as soon as the primary election, August 4th or at the general election in November. This could limit the available bond capacity. This jail is the largest expenditure ever for the County and they do not have enough bonding capacity, so they are requesting all Whatcom County cities help with the 521 bed facility. They are proposing a 0.2% sales tax increase for 30 years to raise 7-8 million per year. A Special Meeting is scheduled for tomorrow night, March 18, in the Mayor's Board Room.

Jack shared a picture of a Free Little Library he constructed for the Geneva neighborhood.

Library Director report: Pam handed out copies of the Bellingham City Council Annual Report (also in the packet) which mentions the approved funding to expand the hours at Barkley and Fairhaven branches under the Access to Quality of Life Amenities legacy.

Patrons can now pay for fines online via our website (Bibliocommons) or the City's website.

Pam chaired the Library Council of Washington meeting in Olympia; the Deputy Secretary of State stopped in at the meeting.

She also spent two days of the past month in 114 AFSCME union negotiations.

The RFP for a new Integrated Library System (ILS) closed; five responses were received, which are currently being reviewed.

Pam met with Myron Carlson, Facilities Manager, concerning 3 items:

- Pam suggested that, rather than re-carpeting the whole building (at a high estimate of \$400,000), we only do high traffic areas (such as the Lecture Room and in front of the self-checkout area).
- Myron proposed re-roofing the building in 2015 or 2016, rather than in 2017 as a preventive measure.
- Facilities is ready to install security cameras (doorways and lower level hallways). We can activate them when we are ready; we are working on a policy.

Eleven candidates were interviewed for the two vacant Library Clerk positions; a decision is expected in the next week. We can then set a date for the extended hours to begin at the branches – end of April or early in May.

Rick will be attending one day of the WLA conference in Tulalip in April.

Thanks to Tom's communications with Jeff Kochman about the empty office space at the Barkley Branch, the space is now available for our use during open hours. The next board meeting will be held at Barkley.

WCLS Trustee report: No trustee in attendance.

Whatcom Community Foundation: We received the biannual activity statements for our endowed and non-endowed funds at WCF along with a letter from President Mauri Ingram and a check for \$8,900 – the distributable amount from our endowed fund. After discussion, Marilyn moved that the distributable amount be put into the Bellingham Public Library Gift Fund to be available for planning purposes. Tom Barrett seconded. Rachel Myers abstained. Motion carried.

Budget update: Pam pointed out the Library Department pages in the packet that were copied from the City of Bellingham 2015-16 Adopted Biennial Budget. The pages include a simplified organization chart, our mission statement, a description of services we provide as well as expenditure and revenue spreadsheets.

Policy review: There are two versions of the updated draft of the Confidentiality Policy in the packet – one showing marked-up changes and a clean copy. Jen explained the primary changes:

- A definition was added for 'Records': Information maintained in order to conduct operations of the library. Records include, but are not limited to: registration records, circulation records, materials request lists, financial information and computer booking records.

- A new section was added to Policy/Conditions: 5. Library encourages patrons to become familiar with the privacy policies of library partners and external websites.
- Under section 6: Patrons have access to their records, wording was added that patrons can allow others to access their record by "providing their physical card to the person they wish to have access."

Jack suggested reviewing the use of the word 'reputable' in the new section 5. Tom asked for clarification concerning allowing others access to an account – Jen responded that giving a person your library card gives them full access to your account. Placing a note on a person's account only allows for pick-up of holds. Rick suggested that new borrowers be made aware of the Confidentiality Policy. Pam will make the final edits for next month's board meeting.

Strategic Planning:

Outreach Committee: Tom has not been able to make contact with the King Mountain Neighborhood Association and suspects they are not functioning at this time. He plans to contact the Birchwood Association next.

Facilities Committee: Pam reported that Ted Carlson, Public Works Director, requested Department Heads forward any studies that have been done on their space. Pam put together a packet of information including the Strategic Plan, the old Facilities Needs Assessment and other documents. Ted is gathering the studies to give to a consultant.

Building next to Fairhaven Branch: Pam provided, in the packet, a draft memo to the City Planning and Community Development Department concerning the building planned next to Fairhaven Branch Library and she requested the Board's input. It was suggested the wording, "The trustees look forward to reviewing the final development plans... once the plans have been reviewed and approved by the city," be altered to offer an opportunity for the board to review prior to final approve – perhaps "prior to approval by the city," or "request to review the conditions that will be imposed." Pam and J. will finalize the memo.

Operations update: Janice reported Whatcom READS! was a huge success and thanked everyone, especially the Friends, for their involvement. There were 942 people at the main Mount Baker Theatre event. Daniel James Brown was a fabulous speaker. There were also overflow crowds at the Jansen Art Center in Lynden and the Fairhaven Auditorium. Janice gave special thanks to Katie Bray for spearheading the planning and to Rachel Myers for hosting the main event. A filmed clip is airing on BTV10 and is available to see on the library's Facebook page and YouTube.

Bethany reported the Whatcom READS! Teens and Kids events, featuring Eugene Yelchin, who wrote *Breaking Stalin's Nose*, went very well. There were over 100 attendees at the Whatcom Middle School event and Eugene also made three other visits to Whatcom County schools. She also thanked the Friends, whose donation made these events possible.

Pam announced the Whatcom READS! 2016 title is *A Tale for the Time Being* by Ruth Ozeki.

Janice handed out publicity materials for the April 27 Timothy Egan presentation, *Indiana Jones with a camera*. This event is co-sponsored with Village Books, Whatcom Museum and the Friends of BPL.

Janice also handed out a flyer for a series of three events, titled *Injustice & Intolerance, Where we've been, what we've learned*, that will be happening in April.

Library Snap Shot Day is also happening this April – a great opportunity to take photos and talk about what we love about the library.

New business: None.

Action items for next meeting:

- Confidentiality Policy final review
- Next meeting is at the Barkley Branch

Executive session: The board went into Executive Session at 5:06 p.m. to discuss the annual review of the Library Director. No action was taken as a result of the Executive Session and the meeting was called back into regular session at 5:47 p.m.

Meeting adjourned at 5:47 p.m.

Next Regular Library Board Meeting – April 21, 2015 at the **Barkley Branch Library, 3111 Newmarket Street, Suite 103, Bellingham, Washington – at 3:30 p.m.**

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees

Bellingham Public Library Performance & Activity Measures, 2015

	Year to Date		% of change		
	March-15	March-14	2015	2014	YTD
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	1,729	1,559	5,811	5,155	12.73%
Electronic copies added to the collection - Hoopla added March	23,071	444	23,449	1,408	1565.41%
Physical copies withdrawn from collection	(189)	(188)	(2,941)	(8,700)	-66.20%
Total physical holdings			195,783	209,253	
Total Holdings (Physical and Electronic)			219,232	210,661	4.07%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	65,848	69,810	191,430	202,008	-5.24%
Youth	39,227	42,624	113,835	118,948	-4.30%
Sub-Total Central	105,075	112,434	305,265	320,956	-4.89%
Fairhaven Branch					
Adult	6,059	6,079	17,837	18,478	-3.47%
Youth	1,966	2,106	5,577	5,990	-6.89%
Sub-Total Fairhaven	8,025	8,185	23,414	24,468	-4.31%
Barkley Branch					
Adult	3,877	4,239	11,223	11,748	-4.47%
Youth	3,145	3,052	8,064	8,050	0.17%
Sub-Total Barkley	7,022	7,291	19,287	19,798	-2.58%
Bellingham Technical College					
Adult	73	106	282	353	-20.11%
Youth	4	7	16	25	-36.00%
Sub-Total BTC	77	113	298	378	-21.16%
Whatcom Community College					
Adult	293	308	774	875	-11.54%
Youth	78	67	172	218	-21.10%
Sub-Total WCC	371	375	946	1,093	-13.45%
Western Washington University					
Adult	478	525	1,369	1,462	-6.36%
Youth	118	84	400	287	39.37%
Sub-Total WWU	596	609	1,769	1,749	1.14%
Online Services					
Hoopla (added March 2015)	494	0	494	0	
NW Anytime Library Overdrive	10,198	8,849	29,608	25,792	14.80%
Tumblebooks	7,889	5,332	19,883	14,103	40.98%
Zinio	1,406	1,015	4,841	3,379	43.27%
Sub-Total Online	19,987	15,196	54,826	43,274	26.70%
Total Circulation	141,153	144,203	405,805	411,716	-1.44%
Holds Activity					
Holds Resolved - BPL staff filling holds for pickup at BPL & WCLS Systems	49,194	49,695	142,591	146,717	-2.81%
Holds Filled - holds checked out at BPL, FH, Barkley and WCC	31,958	32,152	92,481	94,351	-1.98%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library (In February, re-opened Sundays during 2014 school-year)					
Adult	50,224	49,712	141,182	136,622	3.34%
Childrens	13,312	14,476	38,533	38,986	-1.16%
Fairhaven Branch	6,378	6,078	18,964	18,463	2.71%
Barkley Branch	3,832	4,239	10,065	10,957	-8.14%
Total Persons Visiting	73,746	74,505	208,744	205,028	1.81%
Website Visits					
This count reflects number of visits to www.bellinghampubliclibrary.org	46,811	48,502	138,255	141,711	-2.44%
Bibliocommons Visits (added July 2014)	10,702	0	32,182	0	
This count reflects number of visits to Bibliocommons					
Total Website Visits	57,513	48,502	170,437	141,711	20.27%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	7,115	6,921	19,902	18,977	4.87%
Childrens (3 terminals)	215	196	628	523	20.08%
Fairhaven Branch (7 terminals)	472	493	1,507	1,546	-2.52%
Barkley Branch (4 terminals)	284	227	783	632	23.89%
Total Computer Usage	8,086	7,837	22,820	21,678	5.27%
New Borrowers Registered					
Central Library	603	519	1,669	1,519	9.87%
Fairhaven Branch	16	16	65	84	-22.62%
Barkley Branch	14	14	50	53	-5.66%
Total New Borrowers Registered	633	549	1,784	1,656	7.73%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	152	91	370	245	51.02%
Attendees	3,921	2,836	10,584	8,470	24.96%
Volunteer Hours	1,176	957	2,219	1,235	79.68%

LIST OF CLAIMS AGAINST THE BOARD OF LIBRARY TRUSTEES AND THE CITY OF BELLINGHAM TO BE CONSIDERED AND APPROVED AT THE REGULAR BOARD MEETING OF APRIL 21, 2015, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
ADMINISTRATION		
Communications/ITSD charges	City of Bellingham (Interfund)	1,918.00
Key copies	Accurate Lock & Security	5.39
E-Rate consultant	Adtec	330.00
Transforming Summer Reading webinar	American Library Association	99.00
Nameplate	Bay Engraving	18.48
Kleenex	Cash N Carry	54.02
Printing	Copy Source	262.07
Water @ Barkley Branch	Crystal Springs	21.28
Membership 2015	Early Learning Public Libraries Partnership	1,062.00
Advertisements	Entertainment News NW	284.00
Board room white board	Flex-a-Chart Manufacturing	339.60
Library Elf	Jandi Enterprises	480.00
Cataloging webinars	Midwest Collaborative for Library Services	517.00
Security software maintenance	Ninite.com	20.00
Office supplies, toner	Office Depot	391.57
Barkley operating costs	Talbot Services LLC	533.33
	ADMINISTRATION Sub Total	\$6,335.74
PUBLIC SERVICE		
Acylic displays	Displays2Go	49.83
Statwall adapters	FFR Merchandising	54.37
Receipt paper; disinfecting wipes	Global Industrial	167.28
First aid kit replacements	Grainger	73.40
Library materials returned	Library Refunds	199.79
Room reservation cancellations	Library Refunds	212.50
Copy paper & supplies	Office Depot	458.21
Copier costs	Ricoh USA	1,449.88
Debt collection	Unique Management Services	483.30
ILL postage	USPS	36.70
	PUBLIC SERVICE Sub Total	\$3,185.26
OUTREACH		
Diesel fuel	Reisner Distributor	120.41
Van maintenance & repair	City of Bellingham (Interfund)	655.00
	OUTREACH SERVICES Sub Total	\$775.41
TECHNICAL SERVICES		
Books processing	Baker & Taylor	816.96
CD & DVD processing	Midwest Tape	778.10
ILL & tech services	OCLC	2,018.48
Book & label tape	Office Depot	690.52
Labels	Stickybusiness.com	344.04
	TECHNICAL SERVICES Sub Total	\$4,648.10

LIBRARY ACQUISITIONS

Books, recorded books, CDs, DVDs	Amazon.com & other credit purchases	1,498.70
Books	Baker & Taylor	14,093.29
Books	Center Point Large Print	91.18
Periodicals, electronic databases	Ebsco Subscription Services	25.55
Books/eBook hosting	Gale	39.71
Books	Manufacturers News	140.11
DVDs, CDs, recorded books	Midwest Tape	5,226.79
eBooks, audiobooks	Overdrive Inc	4,434.00
Recorded books	Recorded Books Inc	15.10
	LIBRARY ACQUISITIONS Sub Total	\$25,564.43

GIFT FUND

Apps for librarians webinar	American Library Association	250.00
Books	Amazon.com	102.70
Books	Baker & Taylor	1,410.68
Books	Gale	237.78
Summer Reading T-shirts/supplies	Highsmith	1,123.26
Volunteer workshop reimbursement	Janice Keller	65.00
Cataloging webinar	Midwest Collaborative for Library Services	199.00
Recorded books, DVDs	Midwest Tape	529.68
	GIFT FUND ACQUISITIONS Sub Total	\$3,918.10

TOTAL GENERAL FUND \$40,508.94

TOTAL CLAIMS \$44,427.04

GL787

WKD - QUARTERLY REPORT - GF

Report Format 712

Acc.Period 3 ending March 31, 2015

Transaction status 1
Rounding to Whole Dollars

		YTD Actual	Adopted Budget	Revised Budget	Variance From Revised	%% Complete
Dpt 0190	LIBRARY					
Grp 191	LIBRARY ADMINISTRATION					
Ex0 010	SALARIES & WAGES	66,824	243,074	243,074	176,250	27.5
Ex0 020	PERSONNEL BENEFITS	23,862	98,060	98,060	74,198	24.3
Ex0 030	SUPPLIES	2,557	35,231	35,231	32,674	7.3
Ex0 040	SERVICES	61,905	202,366	202,366	140,461	30.6
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Grp 191	LIBRARY ADMINISTRATION	155,147	578,731	578,731	423,584	26.8
Grp 193	LIBRARY SERVICES					
Ex0 010	SALARIES & WAGES	434,132	1,769,176	1,769,176	1,335,044	24.5
Ex0 020	PERSONNEL BENEFITS	168,785	733,937	733,937	565,152	23.0
Ex0 030	SUPPLIES	91,840	436,857	436,857	345,017	21.0
Ex0 040	SERVICES	16,900	84,817	84,817	67,917	19.9
Ex0 050	INTERGOVT SERVICES PAYMENTS		6,500	6,500	6,500	
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Grp 193	LIBRARY SERVICES	711,657	3,031,287	3,031,287	2,319,630	23.5
Grp 195	LIBRARY FACILITIES					
Ex0 040	SERVICES	164,505	660,766	660,766	496,261	24.9
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Report Final Totals		1,031,309	4,270,784	4,270,784	3,239,475	24.2
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Bellingham Public Library 2014 WASHINGTON PUBLIC LIBRARIES ANNUAL REPORT

CURRENT YEAR

PREVIOUS YEAR

Library Information #1.1-1.28

Part 1

Identification

1.1*	FSCS Number	WA0050	<i>WA0050</i>
1.2*	Library Name	Bellingham Public Library	<i>Bellingham Public Library</i>
1.3*	Street Address	210 Central Ave	<i>210 Central Ave</i>
1.4*	City	Bellingham	<i>Bellingham</i>
1.5*	Zip Code	98225	<i>98225</i>
1.6*	Mailing Address	210 Central Ave., CS-9710	<i>210 Central Ave., CS-9710</i>
1.7*	Mailing City	Bellingham	<i>Bellingham</i>
1.8*	Mailing Zip Code	98227	<i>98227</i>
1.9*	County	Whatcom	<i>Whatcom</i>
1.10*	Phone Number	(360) 778-7323	<i>(360) 778-7323</i>
1.11	Name of Library Director	Pamela Nyberg Kiesner	<i>Pamela Nyberg Kiesner</i>
1.12	Email Address of Library Director	pkiesner@cob.org	<i>pkiesner@cob.org</i>
1.13	Fax Number of Library Director	(360) 778-7295	<i>(360) 778-7295</i>
1.14	Person Completing this Survey	Wendy Jenkins	<i>Madeline Sheplor</i>
1.15	E-Mail Address of Person Completing this Survey	wjenkins@cob.org	<i>msheplor@cob.org</i>

Reporting Period

1.16*	Reporting Period Start Date [mm/dd/yyyy]	01/01/2014	<i>01/01/2013</i>
1.17*	Reporting Period End Date [mm/dd/yyyy]	12/31/2014	<i>12/31/2013</i>

Part 2

General Information

1.18	Number of Resident Registered Users (residing within the Legal Service Area)	48,948	<i>45,594</i>
1.19	Number of Registered Non-Resident Users (residing outside the Legal Service Area)	95	<i>111</i>
1.20*	Total Combined Registered Users (1.18 + 1.19 + 1.20a)	49,043	<i>45,705</i>

1.20a	If you only have a Total for Combined Registered Users, report it here	N/A	N/A
1.21	Charges for Non-Resident Borrowers	\$52	\$52
1.22*	Number of Central Libraries	1	1
1.23*	Number of Branch Libraries	2	2
1.24*	Number of Bookmobiles	0	0
1.25	Number of Other Outlets	21	21
1.26	Grand Total All Outlets (1.22* + 1.23* + 1.24* + 1.25)	24	24
1.27	Square Footage of Library System (Main and Branches)	55,670	55,670
1.28*	Legal Service Area Boundary Change	No	No

Staff Information #2.1-2.6

Paid Staff Full-Time Equivalents

2.1*	Librarian FTEs with Master's from ALA Accredited Program	8.50	9.000
2.2	Titled Librarian FTEs <u>without</u> Master's from ALA Accredited Program	0.00	0.00
2.3*	Total Librarian FTEs (2.1* + 2.2)	8.50	9.00
2.4*	All Other Paid Staff FTEs	37.22	36.160
2.5*	Total Paid Staff FTEs (2.3* + 2.4*)	45.72	45.16

Volunteers

2.6	Annual Volunteer Hours	8,254	21,015
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Library Revenue #3.1-3.17

Operating Revenue

Local Government Revenue

3.1	Local (From Your Jurisdiction)	\$3,656,261	\$3,430,106
3.2	Local (From Contracting Entities)	\$151,360	\$147,381

3.3	Local (Other, Leasehold Excise Tax, etc.)		\$0
3.4	Timber Tax		\$0
3.5*	Total Local Government Revenue (3.1 + 3.2 + 3.3 + 3.4)	\$3,807,621	\$3,577,487
State Government Revenue			
3.6*	State Government Revenue (NOT grants from State Library)		\$0
Federal Government Revenue			
3.7	LSTA	\$3,394	\$0
3.8	Other Federal Government Revenue		\$0
3.9*	Total Federal Government Revenue (3.7 + 3.8)	\$3,394	\$0
Other Operating Revenue			
3.10*	Other Operating Revenue	\$255,267	\$259,057
Total Operating Revenue			
3.11*	Grand Total Operating Revenue (3.5* + 3.6* + 3.9* + 3.10*)	\$4,066,282	\$3,836,544
Capital Revenue			
3.12*	Local Government Capital Revenue	\$0	\$0
3.13*	State Government Capital Revenue	\$0	\$0
3.14*	Federal Government Capital Revenue	\$0	\$0
3.15*	Other Capital Revenue	\$0	\$0
3.16*	Total Capital Revenue (3.12* + 3.13* + 3.14* + 3.15*)	\$0	\$0
Grand Total All Revenue			
3.17	Grand Total All [Operating and Capital] Revenue (3.11* + 3.16*)	\$4,066,282	\$3,836,544

Library Expenditures #4.1-4.24

Operating Expenditures

Personnel Expenditures

4.1*	Salaries and Wages Expenditures	\$1,899,301	\$1,775,277
4.2*	Employee Benefit Expenditures	\$767,446	\$751,586

4.3*	Total Staff Expenditures (4.1* + 4.2*)	\$2,666,747	\$2,526,863
Collection Expenditures			
Print Materials Expenditures			
4.4	Book Material Expenditures	\$220,736	\$216,643
4.5	Non Book Print Material Expenditures	\$40,647	\$39,672
4.6*	Total Print Material Expenditures (4.4 + 4.5 or 4.6a)	\$261,383	\$256,315
4.6a	If you only have a Total for Print Material Expenditures, report it here	N/A	N/A
Collection Expenditures			
Electronic Materials Expenditures			
4.7	Database Licensing Expenditures	\$22,537	\$21,398
4.8	Non Database Licensing Electronic Materials Expenditures	\$34,555	\$37,349
4.9*	Total Electronic Materials Expenditures (4.7 + 4.8)	\$57,092	\$58,747
Collection Expenditures			
Other Materials Expenditures			
4.10*	All Other Materials Expenditures	\$84,872	\$88,982
4.11*	Total Collection Expenditures (4.6* + 4.9* + 4.10* or 4.11a)	\$403,347	\$404,044
4.11a	If you only have a Total for Collection Expenditures, report it here	N/A	N/A
Other Operating Expenditures			
4.12	Technology Expenditures	\$153,156	\$159,295
4.13	Library Building Maintenance Expenditures	\$633,102	\$563,495
4.14	You Are a City Library and City Itself Maintains the Library Building?	No	No
4.15	Building Maintenance Amount the City Provides	N/A	N/A

4.16	Miscellaneous Other Operating Expenditures	\$209,930	\$182,847
4.17*	Total Other Operating Expenditures (4.12 + 4.13 + 4.16)	\$996,188	\$905,637
Total Operating Expenditures			
4.18*	Grand Total Operating Expenditures (4.3* + 4.11* + 4.17*)	\$4,066,282	\$3,836,544
Capital Expenditures			
4.19	Land Expenditures	\$0	\$0
4.20	Building Expenditures	\$0	\$0
4.21	Furniture and Equipment Expenditures	\$0	\$0
4.22	Other Capital Expenditures	\$0	\$0
4.23*	Total Capital Expenditures (4.19 + 4.20 + 4.21 + 4.22)	\$0	\$0
Grand Total All Expenditures			
4.24	Grand Total All [Operating and Capital] Expenditures (4.18* + 4.23*)	\$4,066,282	\$3,836,544

Library Collection #5.1-5.14

Part 1

Written Materials

5.1*	Books in Print	162,393	185,249
5.2*	Electronic Books (E-Books)	26,533	19,637

Audio Materials

5.3*	Audio Materials, Physical Units	13,051	18,918
5.4*	Audio Materials, Downloadable Units	9,500	7,859
5.5	Total Audio Materials (5.3* + 5.4* or 5.5a)	22,551	26,777
5.5a	If you only have a Total for Audio Materials, report it here	N/A	N/A

Video Materials

5.6*	Video Materials, Physical Units	17,062	16,860
5.7*	Video Materials, Downloadable Units	0	0
5.8	Total Video Materials (5.6* + 5.7* or 5.8a)	17,062	16,860

5.8a	If you only have a Total for Video Materials, report it here	N/A	N/A
Miscellaneous Materials			
5.9	Other Library Materials	407	408
5.10	Total Holdings (5.1* + 5.2* + 5.5 + 5.8 + 5.9 or 5.10a)	228,946	248,931
5.10a	If you only have a Total for Holdings, report it here	N/A	N/A

Part 2

Current Print Serial Subscriptions

5.11*	Current Print Serial Subscriptions	425	438
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Licensed Databases

5.12a*	Local (Purchased by the Library) and Other Cooperative Agreements Combined	25	24
5.12b*	Statewide Database Licensing Project	15	10
5.13*	Total Licensed Databases (5.12a* + 5.12b*)	40	34

Depository

5.14	Federal or State Depository?	No	No
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Library Service Measures #6.1-6.27

Part 1

Annual Service Measures

6.1*	Annual Public Service Hours	4,780	4,641
6.2*	Annual Library Visits	830,909	825,772

Reference Transactions

6.3	Reference Transactions (Non-Virtual)	65,468	66,807
6.4	Virtual Reference Transactions	832	884
6.5*	Total Combined Annual Reference Transactions (6.3 + 6.4 or 6.5a)	66,300	67,691

6.5a	If you only have a Total for Combined Reference Transactions, report it here	N/A	N/A
6.6	Does the Library offer Virtual Reference service 24 hours a day, 7 days a week?	No	No
Circulation			
6.7*	Total Circulation	1,632,039	1,672,401
Subsets of Circulation (combined sums of which need not equal Total Circulation)			
6.8*	Circulation of Children's Materials	536,103	548,073
6.9	Circulation of Adult Materials	905,436	973,353
6.10*	Circulation of Electronic Materials	190,499	150,975
Interlibrary Loans			
6.11*	Interlibrary Loans Provided to Other Libraries	3,232	3,477
6.12*	Interlibrary Loans Received from Other Libraries	4,877	3,985
6.13	Do you Share a Catalog with any other Libraries?	Yes	Yes
6.14	Interlibrary Loans Provided to Other Libraries you share a catalog with (this count should also be included on line 6.11*	N/A	N/A
6.15	Interlibrary Loans Received from Other Libraries you share a catalog with (this count should also be included on line 6.12*	N/A	N/A
Part 2			
Library Programs			
6.16*	Children's Programs	660	596
6.17*	Young Adult Programs	56	49
6.18	Adult Programs	277	148

6.19*	Total Number of Programs (6.16* + 6.17* + 6.18 or 6.19a)	993	793
6.19a	If you only have a Total for Programs, report it here	N/A	N/A
Program Attendance			
6.20*	Children's Program Attendance	26,289	22,721
6.21*	Young Adult Program Attendance	1,645	1,598
6.22	Adult Program Attendance	4,225	1,800
6.23*	Total Program Attendance (6.20* + 6.21* + 6.22 or 6.23a)	32,159	26,119
6.23a	If you only have a Total for Program Attendance, report it here	N/A	N/A
Summer Reading Program			
6.24	Number of Summer Reading Program Participants	5,463	4,617

Part 3

Library Cooperative Organizations

6.25	Is the Library in Cooperation with Other Organizations?	Yes	Yes
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Which Type of Organizations is the Library in Cooperation with?

6.26a	Public Libraries	Yes	Yes
6.26b	Academic Libraries	Yes	Yes
6.26c	Medical Libraries	Yes	Yes
6.26d	Club Libraries	Yes	Yes
6.26e	K-12 Schools	Yes	Yes
6.26f	Museums	Yes	Yes
6.26g	Community Centers	Yes	No
6.26h	Non-Profit Organizations	Yes	Yes
6.26i	Tribal Organizations	Yes	Yes
6.26j	Other Cooperative Organizations	N/A	N/A

Library Cooperative Arrangements

Which Type of Cooperative Arrangements does the Library Participate in?

6.27a	Joint Facility	Yes	Yes
6.27b	Joint Collection/Catalog	Yes	Yes
6.27c	Joint Purchasing	Yes	Yes
6.27d	Joint Reference Services	Yes	No

6.27e	Joint Training	Yes	Yes
6.27f	Joint Telecom Services	Yes	Yes

Electronic Measures #7.1-7.40

Computers

Staff Use Only Computers

7.1	Staff Use Only: Text-Based Only	0	0
7.2	Staff Use Only: Graphical User Interface	58	57
7.3	Staff Use Only: Total (7.1 + 7.2)	58	57

Public Use Computers

7.4	Public Use: Text-Based Only	0	0
7.5	Public Use: Graphical User Interface	83	84
7.6	Public Use: Total (7.4 + 7.5)	83	84

Total Computers

7.7	Text-Based Only Total (7.1 + 7.4)	0	0
7.8	Graphical User Interface Total (7.2 + 7.5)	141	141
7.9	Grand Total Computers (7.3 + 7.6)	141	141

Internet Computing

7.10	Number of Internet Computers Used by Staff Only	51	52
7.11*	Number of Internet Computers Used by General Public	67	71
7.12	Does the library provide WiFi internet access to patrons?	Yes	Yes

7.13* Wireless Sessions

Laptop Lab Computers

7.14	Laptop Labs	1	1
7.15	Number of Computers designated as part of a Laptop Lab, not counted elsewhere	10	12

Dial-up Connections

7.16	Number of Computers with Dial-up Connections	0	0
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Dedicated / Frame Relay / Broadband Connections

7.17	Number of Computers with 56K Connections	0	0
7.18	Number of Computers with Full or Partial T-1 Connections	0	0
7.19	Number of Computers with T-3 or greater Connections	138	132
7.20	Number of Computers with Cable Modem Connections	0	0
7.21	Number of Computers with xDSL Connections	0	0
7.22	Number of Computers with Wireless WAN Connections	0	0
7.23	Total Number of Computers with Dedicated / Frame Relay / Broadband Connections (7.17 + 7.18 + 7.19 + 7.20 + 7.21 + 7.22)	138	132
Electronic Information			
7.24	Number of Licensed Database Searches (In-Library and Remote)	N/A	N/A
7.25	Library's Web Page Address	http://www.bellinghampubliclibrary.org	http://www.bellinghampubliclibrary.org
7.26	Number of Virtual Visits to Networked Library Services	611,825	619,773
7.27	Number of OPAC (Online Public Access Catalog) Sessions	N/A	N/A
7.28	Number of Electronic Holds Placed	N/A	N/A
7.29	Number of Electronic Renewals Placed	200,371	205,559
7.30	Percentage of Time Public Internet Computers In Use	99%	99%
7.31*	Number of Uses (Sessions) of Public Internet Computers Per Year	88,218	91,945
Library Automation			
7.32	Automated System Vendor	SirsiDynix	SirsiDynix
7.32a	Other Automated System Vendor	N/A	N/A

7.33	Automated System Name and Version	Horizon 7.5 HIP 3.2	<i>Horizon 7.5 HIP 3.2</i>
Internet Filtering			
7.34	Does the Library offer Filtering on Staff Internet Computers?	Yes	<i>Yes</i>
7.35	Does the Library offer Filtering on Public Internet Computers?	No	<i>No</i>
7.36	Is the Library CIPA Compliant?	No	<i>No</i>
7.37	Filtering Solution Used	Websense/Surf Control	<i>Websense/Surf Control</i>
7.37a	Other: Identify below.	N/A	<i>N/A</i>
7.38	Costs Associated with Implementing Filtering Solution	N/A	<i>N/A</i>
Universal Service Rate (E-Rate) Discounts			
7.39	Does the Library File for E-Rate Discounts?	Yes	<i>No</i>
If yes above, which E-Rate Service Discounts does the Library Apply for?			
7.40a	Telecommunications Services	Yes	<i>N/A</i>
7.40b	Internet Access	No	<i>N/A</i>
7.40c	Internal Connections	No	<i>N/A</i>

Salary #8.1-8.123

Director

8.1	Minimum	51.96	<i>50.94</i>
8.2	Medium	54.69	<i>53.62</i>
8.3	Maximum	57.43	<i>56.31</i>

Non MLS Director

8.4	Minimum	N/A	<i>N/A</i>
8.5	Medium	N/A	<i>N/A</i>
8.6	Maximum	N/A	<i>N/A</i>

Assistant Director for Management Services

8.7	Minimum	N/A	<i>N/A</i>
8.8	Medium	N/A	<i>N/A</i>
8.9	Maximum	N/A	<i>N/A</i>

Assistant Director for Public Services

8.10	Minimum	N/A	<i>N/A</i>
8.11	Medium	N/A	<i>N/A</i>
8.12	Maximum	N/A	<i>N/A</i>

Personnel Director

8.13	Minimum	N/A	<i>N/A</i>
8.14	Medium	N/A	<i>N/A</i>
8.15	Maximum	N/A	<i>N/A</i>

Manager Main Branch

8.16	Minimum	28.15	<i>28.15</i>
8.17	Medium	30.76	<i>30.76</i>

8.18	Maximum	33.61	33.61
Automated Systems Manager			
8.19	Minimum	29.71	29.71
8.20	Medium	34.96	34.96
8.21	Maximum	40.20	40.20
Managing Librarian - Small Branch			
8.22	Minimum	N/A	N/A
8.23	Medium	N/A	N/A
8.24	Maximum	N/A	N/A
Managing Librarian - Medium Branch			
8.25	Minimum	N/A	N/A
8.26	Medium	N/A	N/A
8.27	Maximum	N/A	N/A
Managing Librarian - Large Branch			
8.28	Minimum	N/A	N/A
8.29	Medium	N/A	N/A
8.30	Maximum	N/A	N/A
Managing Librarian - Very Large Branch			
8.31	Minimum	N/A	N/A
8.32	Medium	N/A	N/A
8.33	Maximum	N/A	N/A
Department Manager			
8.34	Minimum	29.71	29.71
8.35	Medium	34.96	34.96
8.36	Maximum	40.20	40.20
Librarian 1			
8.37	Minimum	25.45	25.45
8.38	Medium	29.95	29.95
8.39	Maximum	34.44	34.44
Librarian 2			
8.40	Minimum	26.67	26.67
8.41	Medium	31.38	31.38
8.42	Maximum	36.09	36.09
Supervisory Library Associate			
8.43	Minimum	21.93	21.93
8.44	Medium	23.96	23.96
8.45	Maximum	26.69	26.69
Senior Library Associate			
8.46	Minimum	18.37	18.37
8.47	Medium	20.08	20.08
8.48	Maximum	22.37	22.37
Library Associate			
8.49	Minimum	17.33	17.33
8.50	Medium	18.91	18.91
8.51	Maximum	21.10	21.10
Library Assistant 1			
8.52	Minimum	14.49	14.49
8.53	Medium	15.84	15.84

8.54	Maximum	17.67	17.67
Library Assistant 2			
8.55	Minimum	16.3	16.30
8.56	Medium	17.83	17.83
8.57	Maximum	19.89	19.89
Page			
8.58	Minimum	9.61	9.61
8.59	Medium	10.17	10.17
8.60	Maximum	10.38	10.38
Superintendent of Maintenance			
8.61	Minimum	N/A	N/A
8.62	Medium	N/A	N/A
8.63	Maximum	N/A	N/A
Facilities Supervisor			
8.64	Minimum	N/A	N/A
8.65	Medium	N/A	N/A
8.66	Maximum	N/A	N/A
Maintenance Worker			
8.67	Minimum	N/A	N/A
8.68	Medium	N/A	N/A
8.69	Maximum	N/A	N/A
Custodian			
8.70	Minimum	N/A	N/A
8.71	Medium	N/A	N/A
8.72	Maximum	N/A	N/A
Bookmobile Driver			
8.73	Minimum	N/A	N/A
8.74	Medium	N/A	N/A
8.75	Maximum	N/A	N/A
Delivery Driver			
8.76	Minimum	14.49	14.49
8.77	Medium	15.84	15.84
8.78	Maximum	17.67	17.67
Public Information Officer			
8.79	Minimum	29.99	29.41
8.80	Medium	33.07	32.43
8.81	Maximum	36.46	35.75
Graphic Technician			
8.82	Minimum	N/A	N/A
8.83	Medium	N/A	N/A
8.84	Maximum	N/A	N/A
Press Operator			
8.85	Minimum	N/A	N/A
8.86	Medium	N/A	N/A
8.87	Maximum	N/A	N/A
Administrative Secretary			
8.88	Minimum	21.14	20.73
8.89	Medium	23.31	22.86

8.90	Maximum	25.70	25.20
Secretary			
8.91	Minimum	N/A	N/A
8.92	Medium	N/A	N/A
8.93	Maximum	N/A	N/A
Accounting Technician			
8.94	Minimum	N/A	N/A
8.95	Medium	N/A	N/A
8.96	Maximum	N/A	N/A
Accounting Clerk			
8.97	Minimum	N/A	N/A
8.98	Medium	N/A	N/A
8.99	Maximum	N/A	N/A
Personnel Specialist			
8.100	Minimum	N/A	N/A
8.101	Medium	N/A	N/A
8.102	Maximum	N/A	N/A
Personnel Analyst			
8.103	Minimum	N/A	N/A
8.104	Medium	N/A	N/A
8.105	Maximum	N/A	N/A
Computer Operator			
8.106	Minimum	N/A	N/A
8.107	Medium	N/A	N/A
8.108	Maximum	N/A	N/A
Collection Development Coordinator			
8.109	Minimum	N/A	N/A
8.110	Medium	N/A	N/A
8.111	Maximum	N/A	N/A
Computer Information Professional			
8.112	Minimum	27.77	27.77
8.113	Medium	30.35	30.35
8.114	Maximum	33.83	33.83
Network Administrator with Degree or Certification			
8.115	Minimum	N/A	N/A
8.116	Medium	N/A	N/A
8.117	Maximum	N/A	N/A
Network Administrator without Degree or Certification			
8.118	Minimum	N/A	N/A
8.119	Medium	N/A	N/A
8.120	Maximum	N/A	N/A
Training Coordinator			
8.121	Minimum	N/A	N/A
8.122	Medium	N/A	N/A
8.123	Maximum	N/A	N/A

Compensation #9.1-9.36

Benefits

9.1	FICA	Yes	<i>Yes</i>
9.2	Shift Differential	Yes	<i>Yes</i>
9.3	Longevity Pay	No	<i>No</i>
9.4	What is your Pension Type?	State	<i>State</i>
Who is covered?			
9.5	Employer Paid Medical Insurance	Employee, Spouse, and Dependents	<i>Employee, Spouse, and Dependents</i>
9.6	Employer Paid Dental Insurance	Employee, Spouse, and Dependents	<i>Employee, Spouse, and Dependents</i>
9.7	Employer Paid Vision Insurance	Employee, Spouse, and Dependents	<i>Employee, Spouse, and Dependents</i>
Who pays for?			
9.8	Long Term Disability Insurance	Employer	<i>Employer</i>
9.9	Short Term Disability Insurance	None	<i>None</i>
9.10	Deferred Compensation	Shared	<i>Shared</i>
9.11	Life Insurance	Employer	<i>Employer</i>
9.12	Tuition Reimbursement	None	<i>None</i>
Holiday Leave (in days per year)			
9.13	Regular Exempt	11	<i>11</i>
9.14	Regular Union	11	<i>11</i>
9.15	Regular Other	11	<i>11</i>
9.16	Floater Exempt	1	<i>1</i>
9.17	Floater Union	1	<i>1</i>
9.18	Floater Other	1	<i>1</i>
Vacation Leave (in hours per month)			
9.19	Minimum Exempt	10.00	<i>10</i>
9.20	Minimum Union	7.33	<i>7.33</i>
9.21	Minimum Other	14.67	<i>14.67</i>
9.22	Minimum Other	N/A	<i>N/A</i>
9.23	Maximum Exempt	18.67	<i>18.67</i>
9.24	Maximum Union	18.67	<i>18.67</i>
9.25	Maximum Other	18.67	<i>18.67</i>
9.26	Maximum Other	N/A	<i>N/A</i>
9.27	Limited Accrual On Vacation Leave	Yes	<i>Yes</i>
Sick Leave (in hours per month)			
9.28	Minimum Exempt	8	<i>8</i>
9.29	Minimum Union	8	<i>8</i>
9.30	Minimum Other	8	<i>8</i>
9.31	Minimum Other	N/A	<i>N/A</i>
9.32	Maximum Exempt	8	<i>8</i>
9.33	Maximum Union	8	<i>8</i>
9.34	Maximum Other	8	<i>8</i>

9.35	Maximum Other	N/A	<i>N/A</i>
9.36	Limited Accrual On Sick Leave	Yes	<i>Yes</i>

Branch Data #10.1-10.28

Branch Identification

10.1*	Branch Name	Barkley Branch Library	<i>Barkley Branch Library</i>
10.2*	FSCS Number	WA0050-004	<i>WA0050-004</i>
10.3*	Street Address	3111 Newmarket St., Suite 103	<i>3111 Newmarket St., Suite 103</i>
10.4*	City	Bellingham	<i>Bellingham</i>
10.5*	Zip Code	98226	<i>98226</i>
10.6*	County	Whatcom	<i>Whatcom</i>
10.7*	Phone	(360) 778-7290	<i>(360) 778-7290</i>
10.8	Relationship to Library	Neither	<i>Neither</i>
10.9*	Outlet Type Code	Branch	<i>Branch</i>
10.10*	Metropolitan Status Code	CC	<i>CC</i>
10.11*	Square Footage of Public Library Outlet (Branch)	1,420	<i>1,420</i>
10.12*	Number of Bookmobiles Associated with this Outlet (Branch)	0	<i>0</i>
10.13	Librarian FTEs with Master's from ALA Accredited Program	0.00	<i>0.00</i>
10.14	Titled Librarian FTEs without Master's from ALA Accredited Program	0.00	<i>0.00</i>
10.15	All Other Paid Staff FTEs	1.13	<i>1.10</i>
10.16	Branch Library Holdings	4,016	<i>4,660</i>
10.17	Annual Circulation	80,330	<i>85,256</i>
10.18	Hours Open Weekly (Posted)	20.0	<i>20</i>
10.19a	Open Sunday	No	<i>No</i>
10.19b	Open Monday	Yes	<i>Yes</i>
10.19c	Open Tuesday	Yes	<i>Yes</i>
10.19d	Open Wednesday	Yes	<i>Yes</i>
10.19e	Open Thursday	Yes	<i>Yes</i>
10.19f	Open Friday	No	<i>No</i>
10.19g	Open Saturday	Yes	<i>Yes</i>
10.20*	Public Service Hours Per Year (Actual Hours)	1,008	<i>1,008</i>

10.21*	Number of Weeks the Library was Open (Actual Weeks)	52	52
10.22a	If the Library was open less than 52 weeks, did the Library experience a temporary closure due to any of the following? Weather, Wildfire, other natural phenomena	N/A	N/A
10.22b	Construction (New or Remodel)	N/A	N/A
10.22c	Relocation	N/A	N/A
10.22d	Budget	N/A	N/A
10.22e	Other	N/A	N/A
10.23	Computers - Staff Use Only: Text-Based Only	0	0
10.24	Computers - Staff Use Only: Graphical User Interface	2	2
10.25	Computers - Public Use: Text-Based Only	0	0
10.26	Computers - Public Use: Graphical User Interface	6	6
10.27	Number of Internet Computers Used by Staff Only	2	2
10.28	Number of Internet Computers Used by General Public	5	5
10.1*	Branch Name	Bellingham Public Library	<i>Bellingham Public Library</i>
10.2*	FSCS Number	WA0050-002	<i>WA0050-002</i>
10.3*	Street Address	210 Central Ave	<i>210 Central Ave</i>
10.4*	City	Bellingham	<i>Bellingham</i>
10.5*	Zip Code	98225	<i>98225</i>
10.6*	County	Whatcom	<i>Whatcom</i>
10.7*	Phone	(360) 778-7323	<i>(360) 778-7323</i>
10.8	Relationship to Library	Neither	<i>Neither</i>
10.9*	Outlet Type Code	Central Library	<i>Central Library</i>
10.10*	Metropolitan Status Code	CC	<i>CC</i>
10.11*	Square Footage of Public Library Outlet (Branch)	44,000	<i>44,000</i>

10.12*	Number of Bookmobiles Associated with this Outlet (Branch)	0	0
10.13	Librarian FTEs with Master's from ALA Accredited Program	8.20	9.000
10.14	Titled Librarian FTEs without Master's from ALA Accredited Program	0.00	0.00
10.15	All Other Paid Staff FTEs	37.52	33.960
10.16	Branch Library Holdings	186,735	205,945
10.17	Annual Circulation	1,253,990	1,322,402
10.18	Hours Open Weekly (Posted)	56.0	52
10.19a	Open Sunday	Yes	No
10.19b	Open Monday	Yes	Yes
10.19c	Open Tuesday	Yes	Yes
10.19d	Open Wednesday	Yes	Yes
10.19e	Open Thursday	Yes	Yes
10.19f	Open Friday	Yes	Yes
10.19g	Open Saturday	Yes	Yes
10.20*	Public Service Hours Per Year (Actual Hours)	2,760	2,617
10.21*	Number of Weeks the Library was Open (Actual Weeks)	52	52
10.22a	If the Library was open less than 52 weeks, did the Library experience a temporary closure due to any of the following?	N/A	N/A
	Weather, Wildfire, other natural phenomena		
10.22b	Construction (New or Remodel)	N/A	N/A
10.22c	Relocation	N/A	N/A
10.22d	Budget	N/A	N/A
10.22e	Other	N/A	N/A
10.23	Computers - Staff Use Only: Text-Based Only	0	0
10.24	Computers - Staff Use Only: Graphical User Interface	54	47

10.25	Computers - Public Use: Text-Based Only	0	0
10.26	Computers - Public Use: Graphical User Interface	52	66
10.27	Number of Internet Computers Used by Staff Only	47	42
10.28	Number of Internet Computers Used by General Public	44	57
10.1*	Branch Name	Fairhaven Branch Library	<i>Fairhaven Branch Library</i>
10.2*	FSCS Number	WA0050-003	<i>WA0050-003</i>
10.3*	Street Address	1117 12th Street	<i>1117 12th Street</i>
10.4*	City	Bellingham	<i>Bellingham</i>
10.5*	Zip Code	98225	<i>98225</i>
10.6*	County	Whatcom	<i>Whatcom</i>
10.7*	Phone	(360) 778-7188	<i>(360) 778-7188</i>
10.8	Relationship to Library	Neither	<i>Neither</i>
10.9*	Outlet Type Code	Branch	<i>Branch</i>
10.10*	Metropolitan Status Code	CC	<i>CC</i>
10.11*	Square Footage of Public Library Outlet (Branch)	10,250	<i>10,250</i>
10.12*	Number of Bookmobiles Associated with this Outlet (Branch)	0	<i>0</i>
10.13	Librarian FTEs with Master's from ALA Accredited Program	0.00	<i>0.00</i>
10.14	Titled Librarian FTEs without Master's from ALA Accredited Program	0.00	<i>0.00</i>
10.15	All Other Paid Staff FTEs	1.30	<i>1.10</i>
10.16	Branch Library Holdings	8,832	<i>10,130</i>
10.17	Annual Circulation	97,361	<i>101,334</i>
10.18	Hours Open Weekly (Posted)	20.0	<i>20</i>
10.19a	Open Sunday	No	<i>No</i>
10.19b	Open Monday	No	<i>No</i>
10.19c	Open Tuesday	Yes	<i>Yes</i>
10.19d	Open Wednesday	Yes	<i>Yes</i>
10.19e	Open Thursday	Yes	<i>Yes</i>
10.19f	Open Friday	Yes	<i>Yes</i>
10.19g	Open Saturday	Yes	<i>Yes</i>

10.20*	Public Service Hours Per Year (Actual Hours)	1,012	1,016
10.21*	Number of Weeks the Library was Open (Actual Weeks)	52	52
10.22a	If the Library was open less than 52 weeks, did the Library experience a temporary closure due to any of the following?	N/A	N/A
	Weather, Wildfire, other natural phenomena		
10.22b	Construction (New or Remodel)	N/A	N/A
10.22c	Relocation	N/A	N/A
10.22d	Budget	N/A	N/A
10.22e	Other	N/A	N/A
10.23	Computers - Staff Use Only: Text-Based Only	0	0
10.24	Computers - Staff Use Only: Graphical User Interface	2	2
10.25	Computers - Public Use: Text-Based Only	0	0
10.26	Computers - Public Use: Graphical User Interface	11	12
10.27	Number of Internet Computers Used by Staff Only	2	2
10.28	Number of Internet Computers Used by General Public	9	9

FOR STATE USE ONLY #11.1-11.9

Administrative Data

11.1*	LIB ID	WA0050	WA0050
11.2*	FSCS ID	WA0050	WA0050
11.3*	Name	Bellingham Public Library	Bellingham Public Library
11.4*	Interlibrary Relationship Code	NO	NO
11.5*	Legal Basis Code	CI	CI
11.6*	Administrative Structure Code	MO	MO
11.7*	FSCS Public Library Definition	Y	Y
11.8*	Geographic Code	CI1	CI1

11.9* Population of the
Legal Service Area 82,810

82,310

Bellingham Public Library Policy

Title:	5.101 CONFIDENTIALITY
Code:	5 Circulation Services
Chapter:	5.100 Circulation Records
Type of Policy:	Departmental
Date Developed:	21 November 2006
Date Revised:	21 April 2015
Revised by:	Pam Kiesner, Jennifer Vander Ploeg
Developed by:	Pam Kiesner
Approved By:	Library Board of Trustees
 Cancels:	Section IV, Personnel Policies and Procedures, Confidentiality of Patron Records; Section IV, Personnel Policies and Procedures, Privacy of Circulation Records; Section VIII Circulation Policies and Procedures, Confidentiality of Circulation Records; 5.102 Retaining Circulation Records
 See Also:	Codes and Laws: RCW 40.14 Preservation and destruction of public records RCW 42.17.310 Duty to disclose or withhold information – Otherwise provided Other resources: Privacy: an Interpretation of the Library Bill of Rights (ALA) Policy on Confidentiality of Library Records (ALA) Whatcom County Library System Policy on Confidentiality of Patron Records Internal Documents: Library Staff Code of Ethics, Confidentiality and Patron Account guidelines

Scope

This policy applies to all staff and patrons of the Bellingham public libraries.

Definitions

Inactive library account: a patron's account is considered inactive when there has been no check out activity for three (3) years.

Minor: persons under the age of eighteen (18).

Personally identifiable information: information that is directly associated with a specific person such as a person's name, home address, telephone number, e-mail address, birth date.

Records: Information maintained in order to conduct operations of the library. Records include, but are not limited to: registration records, circulation records, materials request lists, financial information and computer booking records.

Policy/Conditions

1. Library protects the privacy of its patrons.

Privacy is essential to the free and unrestricted use of library resources. Patrons have the right to search for information without fear of scrutiny. Protecting patron privacy is in accordance with the Constitution of the United States, the laws of the State of Washington and American Library Association policies and interpretations.

2. **Library guards the identity of library patrons by not creating or retaining records such as:**

- information sought or received in reference interviews
- materials consulted, online sites visited or databases used
- frequency of visits

3. **Library ensures the confidentiality of records with personally identifiable information and deletes them as soon as possible.**

Records are deleted when their original purpose has been satisfied. These include records such as:

- exhibit applications, program signups
- holds requested
- items requested for purchase

4. **Library ensures the confidentiality of circulation records with personally identifiable information but retains these records as set forth below:**

To satisfy library recordkeeping requirements, these records are retained and then deleted:

- backups are retained for one (1) week for the purpose of database integrity
- 'last patron use' information is retained for up to two (2) months for purposes of damage assessment
- inactive patron accounts with no fees or fines are deleted after three (3) years

These records are retained for up to ten (10) years and are then deleted:

- patron records with unresolved fees or fines
- meeting room invoices

5. **Library encourages patrons to become familiar with the privacy policies of library partners and external websites.**

Library may enter into agreements with third-party partners in order to provide certain services to library patrons. Information that a patron submits voluntarily to a third party is not subject to library control, and therefore the library cannot guarantee the same level of confidentiality and privacy. Patrons are encouraged to read and become familiar with the privacy policies of these third-party partners.

The library website contains links to external websites not maintained by the Bellingham Public Library. The library is not responsible for user privacy when visiting other websites. Once patrons link to another website, they are no longer subject to the library's Confidentiality Policy, but to the privacy policy or statement of the website to which they have linked.

6. Patrons have access to their records.

Patrons can access their own records:

- online using their library card and PIN
- over the phone with proper identification
- in person using their library card or by providing photo identification

Patrons can allow others to access their records by:

- providing their physical card to the person they wish to have access

Parents or guardians who hold financial responsibility for the account can access their minor child's records:

- online using their child's library card and PIN
- over the phone with proper identification
- in person using their child's library card or by providing photo identification

7. Library respects the privacy of young adult patrons.

In accordance with the laws of Washington State, a young adult is considered a minor until age 18. While a young adult is a minor, a parent or guardian has the right to determine the level of confidentiality that young adult retains over their circulation records. The library encourages discussion between parent or guardian and young adult to mutually determine this level of confidentiality.

8. Library guards the privacy of hold items on self pickup shelves.

- safeguards are used, but privacy is not guaranteed
- patrons can choose an additional privacy safeguard of directing the library to place materials in a privacy envelope
- patrons can authorize others to pick up holds on their behalf by having staff note this permission on their library account

9. Library staff respect the privacy of records with personally identifiable information.

Records with personally identifiable information will only be accessed by library staff when it is essential for library business.

10. Library releases private records to others only under this condition:

When the library receives a court order from a court of competent jurisdiction showing good cause, library staff will notify the Library Director or designee who will then consult with the City Attorney before replying to the order.

11. Library Board reviews this policy.

This policy is periodically reviewed, revised, or reaffirmed by the Library Board of Trustees.

Bellingham Public Library



**Facilities Committee Meeting of the Library Board of Trustees
Wednesday, April 8, 2015 – Central Library
Library Board Room – 2:30 p.m.**

Minutes of Actions and Decisions of the Library Board of Trustees of the Bellingham Public Library as authorized by RCW 27.12.210 and SEC. 7.02 Charter of the City of Bellingham.

Board Members Present:	J. Gordon and Rick Osen
Library Staff:	Pamela Kiesner
Notes by:	Pam Kiesner

This Facilities Committee meeting of the Bellingham Public Library Board of Trustees commenced at 2:30 p.m.

Agenda items and discussion included:

1. Reviewed outline provided to City Department Heads on April 2, 2015 by Terry Brown and Sharon Robinson, Zervas Group Architects regarding "Municipal Facilities Master Plan Update. We will be involved in this city process, with the library's feasibility study tentatively conducted towards the end of 2015.
 - a. We reviewed the information that Pam has already sent to Ted & the consultants, and decided to send them our site selection criteria also.
 - b. Pam will send the 2006 Comprehensive Plan/Facilities Chapter 5 to J. and Rick so they are up-to-speed on the information that the city is updating.
2. Discussed a meeting J. had with Terry and Sharon about the library process, needs, etc. J. will share with Pam and Rick some talking points he used in his meeting; perhaps we can revise it to a 1-2 page document to give to the consultants. Other points of our discussion included:
 - a. Potential partners for co-locating, such as the Parks Department or ITSD
 - b. The attractiveness of the site kitty-corner from the library (county parking lot) and brainstorming around what could be done there
3. Decided who will serve as contacts for Terry and Sharon as they conduct surveys and interviews about the library. It was determined that our entire committee of Pam, J., and Rick will be involved. Pam will communicate this to Ted.

Meeting adjourned at 3:30 p.m.

Next Regular Library Board Meeting – April 21, 2015 at the Barkley Branch Library, 3111 Newmarket Street, Suite 103, Bellingham, Washington – at 3:30 p.m.